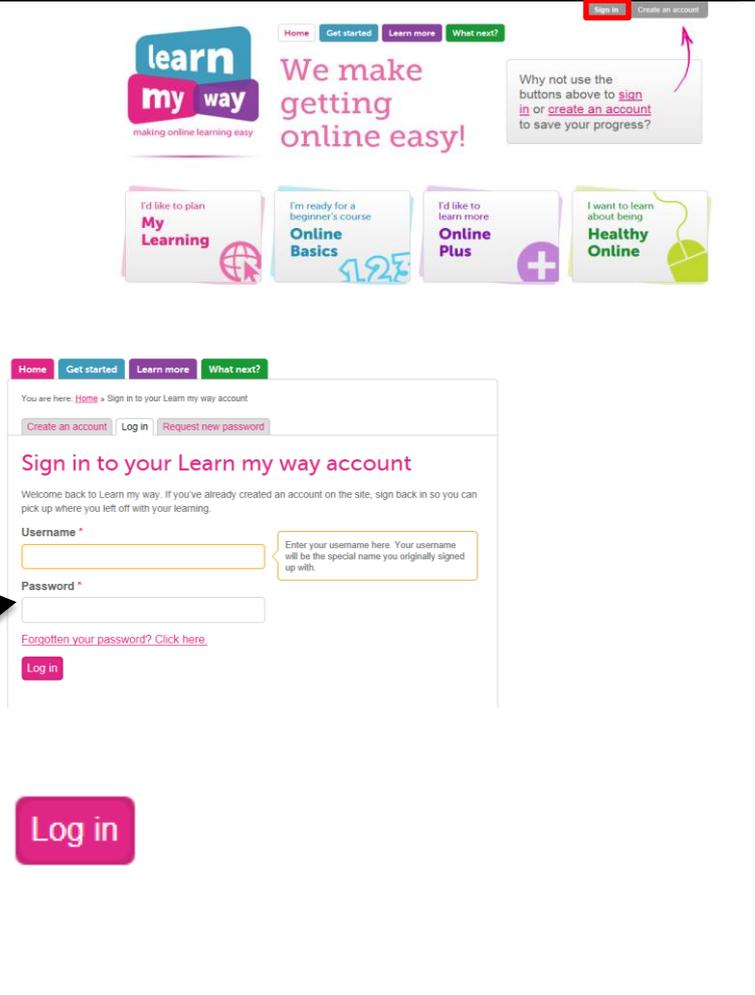# Starting Point Community Learning Partnership

Keyboard Basics
How To Use A Mouse, Sign In To Learn My Way and BBC Clicky Mouse.

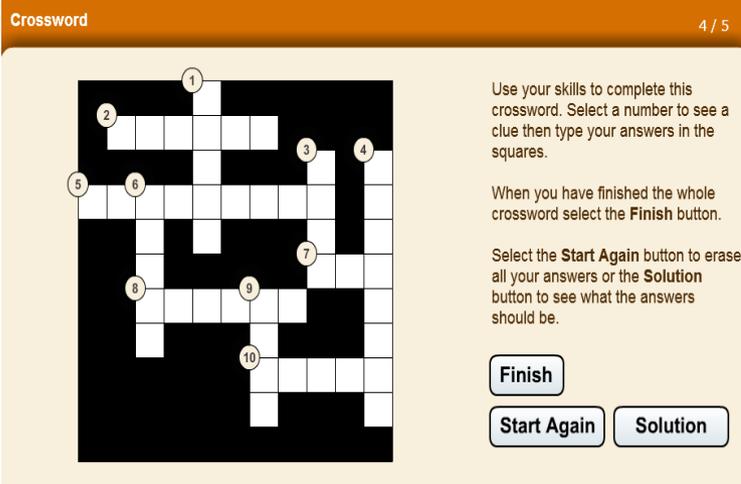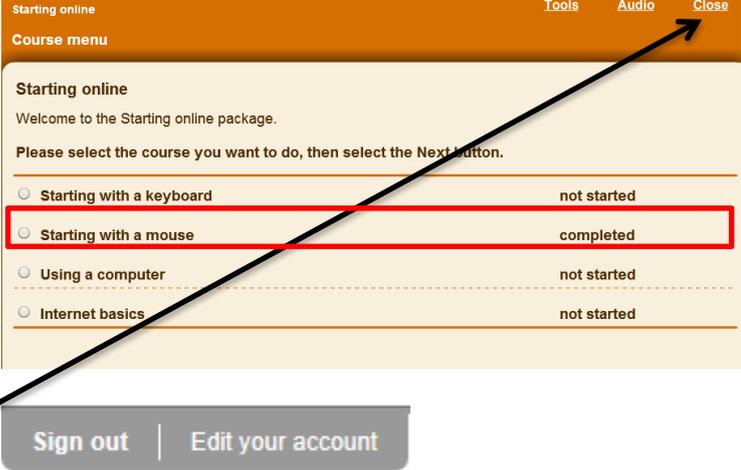|		
1	To be able to navigate the screen on either a desktop or a laptop you must learn how to use the mouse. Mouse's vary in shape and size; however they still perform the same functions of allowing you to open different programs and software on your computer. If you are a tablet user, you don't have a mouse and so some of this course isn't aimed directly at you but with a tablet you use your hands to navigate the screen.	
2	To help you use the mouse, we are going to log-in to learn my way and use their mouse basics course. A volunteer will help you do this if you are struggling. Firstly, we need to go on the Internet and locate the address bar. Once you've found the address bar, left-click in it and delete the address. Now you need to enter the web address 'www.learnmyway.com' and then press enter.	Internet Explorer icon.

| 3 | Now you're on learn my way, you need to log in to your account. Have you remembered to bring your little books containing your log-in details? If not, speak to a volunteer and they will help you remember your username/password or set you up with a training account until either next time or in the worst case scenario, they have to make you a new account. Using the mouse click on the grey button at the top of the page which says 'sign in'. The form that comes up now is the sign-in form. Fill this in with the help of a volunteer.

Once you've filled in your username and password, click 'log in' and the webpage should change to the list of courses similarly to when we did the keyboard course. | |
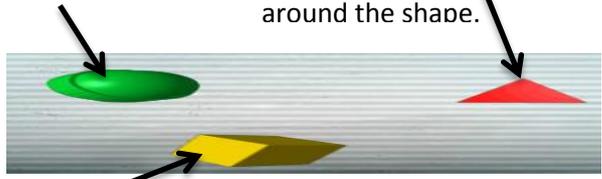|---|---|---|
| Questions | | Why is it important to remember your little blue and green books? |
| 4 | Now you've logged back in to learn my way, you'll see there are various courses available. You should have completed keyboard basics and be ready to move on to mouse basics. This course is part of Online Basics. Can you see the course labelled 'Starting with a mouse'? Left-click on the course title on the webpage to access the learning material. | |

5	A pop-up should appear welcoming you to Online Basics and asking you whether you wish to have audio on or off. If you wish to have audio on, ask a volunteer and they will provide you with headphones so the computer will read out the text to you. If you find it read's it too fast, then chose audio off and read it at your own pace.	
6	Once you've selected you're audio settings and clicked 'Start', you should be taken to a screen with the modules for 'Starting with a mouse' listed. Left-click in the circle alongside the module title 'Mouse basics' and then select the 'Next' that appears in the bottom right hand-corner. Does your page look like this?	
7	Once you've clicked 'Next', the module will begin and start to walk you through the steps needed to complete it. When you've read each page, click next again. To the right is a list of varying things you may see on these pages which are interactive and require you to complete a task. Once you've completed the first module, move on to the others and complete them.	The play symbol will show you a video of a certain skill or technique. The start symbol will start a task which you have to complete. Remember to click the finish symbol before clicking next to see if you have done the task correctly.
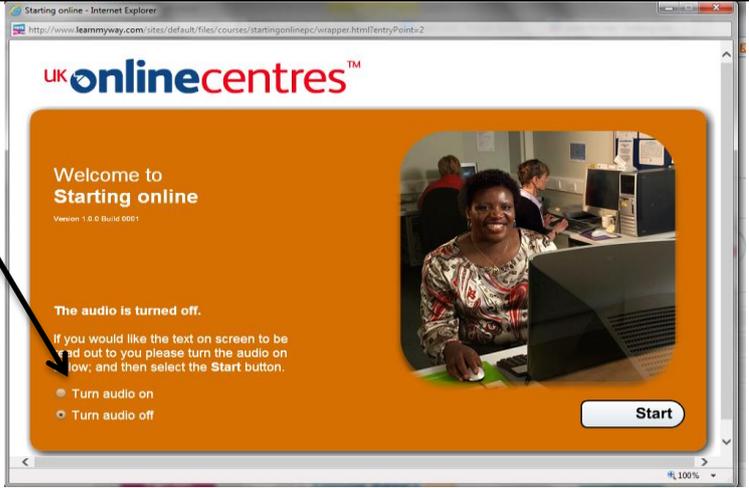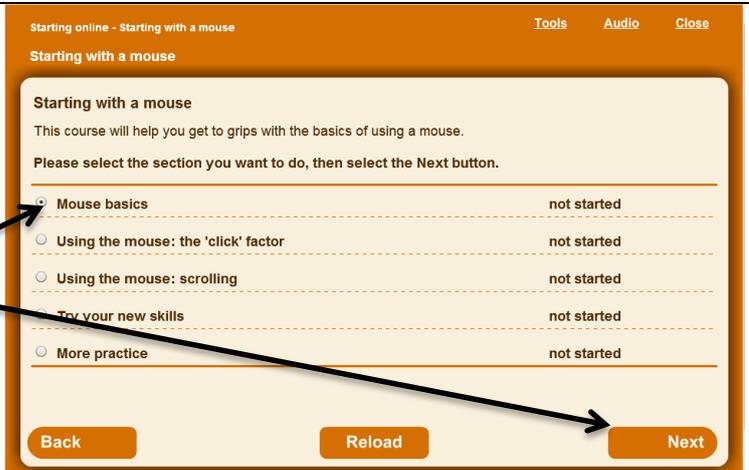
		The arrows can be clicked to change the screen as it shows you a variety of different images based around the relevant page.
8	Once you've completed the first three modules, you'll be faced with a short series of tests to check not just your mouse skills but your keyboard skills and how you can use them in tandem with each other. These 2 modules ('Try your skills' and 'More practice') are very important and so If you're struggling with any of the questions, puzzles or crosswords, ask a volunteer and they will assist you in any way possible.	
9	Have you completed all the modules within 'Starting with a mouse'? If so the starting online course list should look like the picture to the right. Now to test your skills, we're going to take you on to a different website, where you're going to play a game called 'BBC Clicky Mouse'. Firstly, you need to closdown the course page by selecting 'Close' from the top right hand corner. Once you've clsed down the course page, you theneed to log-out of your learn my way account by clicking on the grey 'Sign-out' located at thetop of the page.	

	Have you managed to log-out? If you're struggling ask a volunteer for help. Once you've signed out, change the web address from www.learnmyway.com to www.google.co.uk and google search for 'clicky mouse game' like in the search bar highligghted here. The link you're looking for is to the right. Left-click on the link and you will be taken o the correct web page.	BBC - WebWise - Computer Basics - **Clicky Mouse Game** www.bbc.co.uk/webwise/courses/computer-basics/.../**clicky-mouse-game** ▾ Practise single clicking, double clicking and dragging in the **Clicky Mouse Game**.
10	Does your page look like the one to the right? The Clicky mouse game is a game that will test how good you are with a mouse. The different coloured shapes need a certain mouse skill to be perfromed on them before they will pop! There are 3 levels of difficulty, with each level containg more shapes and harder techniques.	1 Left-Click Left-click and draw a circle around the shape. Double-Click
11	Click the play symbol shown on the screen, listen to the instructions, selcet your level (You should probably start with level 1, but if you feel confident, go for it), and have a go!	
12	How did you do? Mark your scores down in the box to the right. Don't worry, this game is meant to challenge your skills so if you score low: don't worry just keep practicing!	Level 1 – Level 2 – Level 3 –

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1	For your homework, you need to be able to access the Clicky Mouse game either from home, an internet café or a library. If you struggle with internet access, speak to a volunteer and they will help direct you to your nearest free internet location. If you follow the steps from number 9, you should be able to access the Clicky Mouse game again.

Notes: